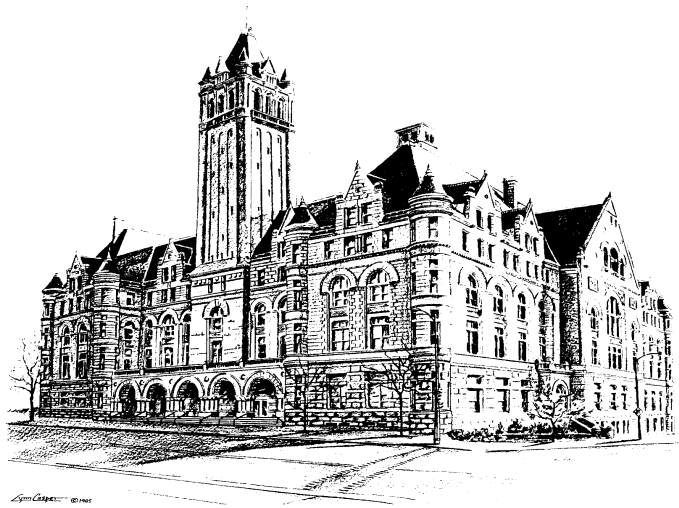


UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF WISCONSIN



**ELECTRONIC CASE FILING**  
**POLICIES AND PROCEDURES MANUAL**  
**CIVIL**

**June 1, 2003**

**UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF WISCONSIN**

**ELECTRONIC CASE FILING  
POLICIES AND PROCEDURES MANUAL  
CIVIL CASES**

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**Form A**

**Form B**

**ELECTRONIC CASE FILING  
POLICIES AND PROCEDURES MANUAL  
CIVIL CASES**

**I. THE ELECTRONIC CASE FILING SYSTEM**

**A. IN GENERAL.** Unless otherwise permitted by these policies and procedures, or unless otherwise authorized by the assigned judge, all documents submitted for filing in this district in a civil case which has been filed on or after June 1, 2003, and which has been assigned to Chief Judge Rudolph T. Randa, Judge J.P. Stadtmueller, or Judge William C. Griesbach, shall be filed electronically using the Electronic Case Filing System ("System") or shall be scanned<sup>1</sup> and uploaded to the System.<sup>2</sup> Documents may also be submitted for filing to the Clerk's Office on 3.5" disks as .pdf ("Portable Document Format") files.<sup>3</sup>

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<sup>1</sup>When scanning documents to be subsequently filed electronically, filing parties should make certain their scanners are configured for 200 dpi and black and white rather than color scanning. The filing party is responsible for the legibility of the scanned document. If for any reason a document cannot be easily read after scanning, the filing party should not electronically file the document. Instead, the filing party must conventionally file it with the Clerk's Office.

Because large documents may not upload properly to the System or download within a reasonable amount of time for users with a 56K modem, documents over two megabytes will be rejected by the System and must be filed conventionally.

As used in these administrative procedures, a "conventionally" filed or submitted document or pleading is one presented to the court or a party in paper or other non-electronic, tangible format.

<sup>2</sup>"Electronic filing" means uploading a pleading or document directly from the registered user's computer, using the court's Internet-based System, to file that pleading or document in the court's case file. Sending a document or pleading to the court via e-mail does not constitute "electronic filing."

<sup>3</sup>A document created with almost any word-processing program can be converted to .pdf. The .pdf program in effect takes a picture of the original document and allows anyone to open the converted document across a broad range of hardware and software, with layout, format, links, and images intact. For information on .pdf, users may visit the websites of .pdf vendors, such as <http://www.adobe.com/products/acrobat/> or <http://www.fineprint.com/>.

1. A case filed under seal will be maintained in paper form until the assigned judge orders the case unsealed.
2. Parties proceeding pro se shall not file electronically.
3. Parties filing Prisoner Civil Rights Complaints under 42 U.S.C. §1983 or Petitions pursuant to §§ 2241, 2254 or 2255 shall not file electronically.
4. The filing of Social Security Appeals shall be subject to the limitations imposed in III(B) of these procedures.
5. An attorney may apply to the assigned judge for permission to file documents conventionally. Even if the assigned judge initially grants an attorney permission to file documents conventionally, however, the assigned judge may withdraw that permission at any time during the pendency of a case and require the attorney to file documents electronically using the System.
6. The Clerk's Office or any judge of this court may deviate from these procedures in specific cases, without prior notice, if deemed appropriate in the exercise of discretion, considering the need for the just, speedy, and inexpensive determination of matters pending before the court. The court may also amend these procedures at any time without prior notice.

**B. LOGINS AND PASSWORDS.** Each attorney admitted to practice in the Eastern District of Wisconsin shall be entitled to one System login and password from the District Court. The login and password permits the

attorney to participate in the electronic retrieval and filing of pleadings and other papers.

1. No attorney shall knowingly permit or cause to permit his or her login and password to be utilized by anyone other than an authorized employee of his or her office.
2. Once registered, the attorney shall be responsible for all documents filed with his or her login and password.
3. Registration for a login and password is governed by Paragraph I(C).
4. An attorney admitted pro hac vice must register for a login and password in accordance with these policies and procedures.

**C. REGISTRATION.**

1. Each attorney filing electronically must complete and sign an Electronic Case Filing Registration Form, attached to these procedures as Form A. The form is also available on the court's web site at [www.wied.uscourts.gov](http://www.wied.uscourts.gov).
  - a. The court will issue logins and passwords only to attorneys in good standing.
2. All signed, original Electronic Case Filing Registration Forms shall be mailed or delivered to: U.S. District Courthouse  
Attn: ECF Registration, Room 362  
517 E. Wisconsin Avenue  
Milwaukee, WI 53202

3. To ensure that the Clerk's Office has correctly entered a registering attorney's Internet e-mail address in the System, the Clerk's Office will send the attorney an Internet e-mail message with the attorney's login name and a request for confirmation of receipt via Internet e-mail by the attorney. Upon receipt of the confirmation, the attorney's password will be sent via return Internet e-mail.
4. Once registered, an attorney may withdraw from participating in the System by providing the Clerk's Office with notice of withdrawal.

Such notice must be in writing, and mailed or delivered to:

U.S. District Courthouse  
Attn: ECF Registration, Room 362  
517 E. Wisconsin Avenue  
Milwaukee, WI 53202

Upon receipt, the Clerk's Office will immediately cancel the attorney's login and password and delete the attorney's name from any applicable electronic service list.

5. After registering, attorneys may change their passwords. However, if an attorney comes to believe that the security of an existing password has been compromised and that a threat to the System exists, the attorney must change his or her password immediately. In addition, the attorney shall immediately notify by telephone the Clerk's Office of the changed password and confirm the change by mail to prevent access to the System with the old password.

6. An attorney whose e-mail address, mailing address, telephone or fax number has changed from that of the original Electronic Case Filing Registration Form shall timely file a notice of any change and serve a copy of the notice on all other parties.

## **II. ELECTRONIC CASE FILING AND SERVICE OF DOCUMENTS**

### **A. FILING.**

1. All motions, pleadings, applications, briefs, memoranda of law, transcripts of proceedings, or other documents in a case shall be electronically filed on the System except as otherwise provided by these policies and procedures.
  - a. E-mailing a document to the Clerk's Office or to the assigned judge shall not constitute "filing" of the document. A document shall not be considered filed for purposes of the Federal Rules of Civil Procedure until the filing party receives a System-generated "Notice of Electronic Filing" described in II(B)1 of these procedures.
2. Complaints and Other Initiating Documents.
  - a. The filing of all initial papers in civil cases, such as the complaint and the issuance and service of the summons, will be accomplished in the traditional manner on paper rather than electronically. If the case is assigned to the ECF

system, these filed documents will be converted to electronic format.

b. A party may not electronically serve a complaint, but instead must effect service according to Federal Rule of Civil Procedure 4.

3. A document will be deemed timely filed if filed prior to midnight. However, if the time of day is of the essence, the assigned judge will order the document be filed by a certain time.
4. If filing a document requires leave of the court, such as an amended complaint or a reply brief, the attorney shall attach the proposed document as an exhibit to the motion according to the procedures in IV(B). If the court grants the motion, the order will direct the attorney to file the document electronically with the court.
5. Attachments and exhibits larger than two megabytes may be filed electronically in separate two-megabyte segments or may be submitted, bound, in conventional format. All bound documents submitted to the Clerk's Office should be two-hole punched. The filing party must serve conventional copies on all other parties to the case.
6. The Clerk's Office shall not maintain a paper court file in any case begun after the effective date of these procedures except as otherwise provided in these procedures. The official court record shall be the electronic file maintained on the court's servers. The



official record shall include, however, any conventional documents or exhibits filed in accordance with these procedures.

- a. The Clerk's Office will discard all original documents brought to the Clerk's Office for filing after they are scanned and uploaded to the System.<sup>4</sup>
- b. An attorney who wishes to have an original document returned after the Clerk's Office scans and uploads it to the System may, prior to submitting the document to the Clerk's Office, seek authorization from the assigned judge for the document's return. Authorization will be granted on a case-by-case basis. No standing authorizations for the return of all original documents filed by an attorney or office will be allowed.

7. Official Transcribers and Contract Court Reporters. In addition to submitting to the Clerk's Office the tapes of transcribed proceedings and original notes, if applicable, an official transcriber or contract court reporter must also either file the certified transcript of those proceedings electronically on the System or submit to the Clerk's Office for uploading to the System a 3.5" disk containing the certified transcript of the proceedings in .pdf format.

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<sup>4</sup>If an attorney believes a document with original signatures has some intrinsic value, the attorney is encouraged to retain the original document and submit to the Clerk's Office a copy of the document with faxed or photocopied signatures for scanning and uploading.

## **B. SERVICE.**

1. Whenever a pleading or other paper is filed electronically in accordance with these procedures, the System shall generate a “Notice of Electronic Filing” to the filing party, any other party who is a registered user and has requested electronic notice in that case,<sup>5</sup> and the assigned judge if he or she has elected to receive notice.
  - a. If the recipient is a registered participant in the System, the System’s e-mailing of the “Notice of Electronic Filing” shall be the equivalent of service of the pleading or other paper by first class mail, postage prepaid.
  - b. Service of the “Notice of Electronic Filing” on a party who is not a registered participant in the System may be accomplished by e-mail, subject to the additional service requirements of B(3) below.
2. A certificate of service on all parties entitled to service or notice is still required when a party files a document electronically. The certificate must state the manner in which service or notice was accomplished on each party so entitled. Sample language for a certificate of service is attached to these procedures as Form B.

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<sup>5</sup>To determine whether another party is a registered user, the filer can select the System’s “Utilities” category, and then click on “Mailing Information for a Case” on the pull-down menu. The filer then enters the case number and the System information will appear, stating whether or not the filer must mail a copy or if the System will electronically generate one.

3. A party who is not a registered participant of the System is entitled to a paper copy of any electronically filed pleading, document, or order. The filing party must therefore provide the non-registered party with the pleading, document, or order according to the Federal Rules of Civil Procedure. When mailing paper copies of documents that have been electronically filed, the filing party may include the “Notice of Electronic Filing” to provide the recipient with proof of the filing.
4. The three-day rule of Federal Rule of Civil Procedure 6(e) for service by mail shall also apply to service by electronic means.<sup>6</sup>

**C. SIGNATURES.**

1. Non-Attorney Signature, Generally. If the original document requires the signature of a non-attorney, the filing party or the Clerk’s Office shall scan the original document, then electronically file it on the System.
  - a. The electronically filed document as it is maintained on the court’s servers shall constitute the official version of that record. The court will not maintain a paper copy of the original document.

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<sup>6</sup>Attorneys should be aware that the response due date, which appears when either electronically filing a motion or querying deadlines, is for court use only and should not be relied upon as an accurate computation of the response date.

b. A non-filing signatory or party who disputes the authenticity of an electronically filed document with a non-attorney signature or the authenticity of the signature on that document must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

2. Attorney Signature. A pleading or other document requiring an attorney's signature shall be signed in the following manner, whether filed electronically or submitted on disk to the Clerk's Office: "s/ (attorney name) ." The correct format for an attorney signature is as follows:

**s/ Judith Attorney**  
Judith Attorney Bar Number: 12345  
Attorney for (Plaintiff/Defendant)  
ABC Law Firm  
123 South Street  
Milwaukee, WI 53202  
Telephone: (414) 123-4567  
Fax: (414)123-4567  
E-mail: judith\_attorney@law.com

a. Any party challenging the authenticity of an electronically filed document or the attorney's signature on that document must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

3. Multiple Signatures. The following procedure applies when a stipulation or other document requires two or more signatures:

a. The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons

required to sign the document and shall obtain the signatures of all parties on the document. For purposes of this rule, physical, facsimile, or electronic signatures are permitted.

- b. The filing party or attorney then shall file the document electronically or submit it to the Clerk's Office on disk, indicating the signatories, *e.g.*, "s/ Jane Doe," "s/ John Smith," etc. The correct format for a signature is as follows:

**s/ Judith Attorney**

Judith Attorney Bar Number: 12345

Attorney for (Plaintiff/Defendant)

ABC Law Firm

123 South Street

Milwaukee, WI 53202

Telephone: (414) 123-4567

Fax: (414)123-4567

E-mail: judith\_attorney@law.com

- c. A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

**D. FEES PAYABLE TO THE CLERK.** Any fee required for filing a pleading or paper in District Court is payable to the Clerk of the Court by check, money order, or cash. The Clerk's Office will document the receipt of fees on the docket with a text-only entry. The court will not maintain electronic billing or debit accounts for lawyers or law firms.

**E. ORDERS.**

1. The assigned judge shall electronically file all signed orders. Any order signed electronically has the same force and effect as if the judge had affixed the judge's signature to a paper copy of the order and it had been entered on the docket conventionally.
  - a. Proposed orders may not be combined with the motion into one document. The motion must be docketed prior to submitting the proposed order to the judge, and the proposed order must refer to the resulting docket entry number for the motion.
  - b. Proposed orders may only be submitted by conventional means or via e-mail.
2. When mailing paper copies of an electronically filed order to a party who is not a registered participant of the System, the Notice of Electronic Filing must be included to provide the non-participant with proof of the filing.
3. The assigned judge may grant routine orders by a text-only entry upon the docket. In such cases, no .pdf document will issue; the text-only entry shall constitute the court's only order on the matter. The System will generate a "Notice of Electronic Filing" as described in II(B)(1) of these procedures.

**F. TITLE OF DOCKET ENTRIES.** The party electronically filing a pleading or other document shall be responsible for designating a docket entry title for the document by using one of the docket event categories prescribed by the court.

**G. CORRECTING DOCKET ENTRIES.**

1. Once a document is submitted and becomes part of the case docket, corrections to the docket are made only by the Clerk's Office. The System will not permit the filing party to make changes to the documents or docket entry filed in error once the transaction has been accepted.
2. A document incorrectly filed in a case may be the result of posting the wrong .pdf file to a docket entry, or selecting the wrong document type from the menu, or entering the wrong case number and not catching the error before the transaction is completed. As soon as possible after an error is discovered, the filing party should electronically re-file the corrected document and corresponding docket entry. The filing party should then contact the Clerk's Office in writing with the case number and document number for which the correction has been re-filed.
3. The Clerk's Office will edit the docket text of the incorrect filing entry and direct the reader to the corrected docket entry.

**H. TECHNICAL FAILURES.** The Clerk's Office shall deem the Eastern District of Wisconsin ECF site to be subject to a technical failure on a

given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 10:00 a.m. that day. Known systems outages will be posted on the web site, if possible.

1. Problems on the filer's end, such as phone line problems, problems with the filer's Internet Service Provider (ISP), or hardware or software problems, will not constitute a technical failure under these procedures nor excuse an untimely filing. A filer who cannot file a document electronically because of a problem on the filer's end must file the document conventionally or contact the Clerk's Office for permission to file the document provisionally via fax. If the filer provisionally files a document, the filer then must conventionally or electronically file the document within forty-eight hours after faxing it.
2. A filing party whose filing is made untimely as the result of the technical failure of the court's ECF system may seek appropriate relief from the presiding judge.

#### **I. PRIVACY.**

1. Redacted Documents. To comply with the policy of the Judicial Conference of the United States and the E-Government Act of 2002, Pub. L. No. 107-347, filing parties shall omit or, where inclusion is necessary, partially redact the following personal data identifiers from all pleadings, documents, and exhibits, whether filed



electronically or on paper, unless the assigned judge orders otherwise.

- a. Minors' names: Use the minors' initials;
- b. Financial account numbers: Identify the name or type of account and the financial institution where maintained, but use only the last four numbers of the account number;
- c. Social Security numbers: Use only the last four numbers;
- d. Dates of birth: Use only the year; and
- e. Other data as permitted by order of the court.

In addition, the filing party may omit or, where inclusion is necessary, partially redact the following confidential information from all pleadings, documents, and exhibits, whether filed electronically or on paper, unless the assigned judge orders otherwise.

- a. Personal identifying number, such as driver's license number;
- b. Medical records, treatment and diagnosis;
- c. Employment history;
- d. Individual financial information; and
- e. Proprietary or trade secret information.

- 2. Unredacted Documents. With leave of the court, a party may file under seal a document containing the unredacted personal data identifiers listed above.

- a. The party seeking to file an unredacted document may, but is not required, to file electronically a motion or application to file the document under seal pursuant to the E-Government Act of 2002. A motion or application not filed electronically shall be presented in conventional format to the chambers of the assigned magistrate or district judge along with a proposed order.
  - b. If the assigned judge grants the motion or application, the filing party shall then submit the unredacted paper document to the Clerk's Office. The paper document must have a cover page or notation on the first page stating the following:  
"Document filed under seal pursuant to the E-Government Act." The court will retain this paper document as part of the record.
  - c. In granting the motion or application to seal, the assigned judge may require the party to file a redacted copy for the public record.
3. The responsibility for redacting personal data identifiers rests solely with counsel and the parties. **The clerk's office will not review documents for compliance with this rule, seal on its own motion documents containing personal data identifiers, or redact documents, whether filed electronically or on paper.**

**III. CONVENTIONAL FILING OF DOCUMENTS.** The following procedures govern documents filed conventionally. The court, upon application, may also authorize conventional filing of other documents otherwise subject to these procedures.

**A. DOCUMENTS TO BE FILED UNDER SEAL.** A party may, but is not required, to file electronically a motion or application to file documents under seal. A motion or application not filed electronically shall be presented in conventional format to the chambers of the assigned magistrate or district judge along with a proposed order. If the motion or application is granted, the assigned judge will enter electronically the order authorizing the filing of the documents under seal. The filing party shall then deliver the documents to the Clerk's Office for conventional filing under seal.

**B. SOCIAL SECURITY CASES.** Absent a showing of good cause, all documents, notices, and orders in Social Security Appeals filed in the District Court after the System is implemented shall be filed and noticed electronically, except as noted below.

1. The complaint and other documents typically submitted at the time a Social Security Appeal is initially filed, will be filed in the traditional manner on paper as described in II(A)2.
2. Social Security transcripts will be conventionally filed and served since scanning that set of documents and filing or retrieving them electronically is impractical at this time. Because Social Security transcripts will not be scanned or otherwise placed into the System,

the Clerk's Office will docket a text-only event stating that the transcript is available in paper format at the Clerk's Office.

3. All other documents in the case, including briefs, will be filed and served electronically unless the court otherwise orders.
4. To address the privacy issues inherent in a social security review, Internet access to the individual documents will be limited to counsel and court staff. Docket sheets, however, will be available over the Internet to non-parties. Further, non-parties will continue to have direct access to the documents on file at the Clerk's Office.

**C. OTHER DOCUMENTS.** The following types of documents are to be filed conventionally on paper. This list may be amended from time to time.

1. Complaint
2. State Court Records
3. Bankruptcy Appeal Transcripts
4. Proposed Orders (may be e-mailed to chambers)
5. Documents exceeding two megabytes
6. Documents unavailable in electronic format

#### **IV. EXHIBITS.**

**A. EVIDENCE NOT IN SUPPORT OF A MOTION.** This section applies to exhibits other than those submitted in support of a motion, *e.g.*, an attachment to a complaint. Exhibits submitted in support of a motion are governed by IV(B) of these procedures.

1. A party may conventionally submit exhibits which are not available in electronic form or which are too lengthy to electronically image, *i.e.*, “scan.” Lengthy documents submitted to the Clerk’s Office in paper form should be two-hole punched and bound. The Clerk’s Office will note on the docket its receipt of the document(s) or exhibit(s) with a text-only entry.
2. A party must submit as attachments or exhibits only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. Parties who file excerpts of documents as attachments or exhibits, do so without prejudice to their right to timely file additional excerpts or the complete document, provided however, that the size of the document does not exceed two megabytes. Attachments or exhibits exceeding two megabytes may be broken down into separate sections, each not exceeding two megabytes, or filed on paper in the traditional manner. Responding parties who choose to file attachments or exhibits electronically may also timely file additional excerpts or the complete document, subject to the same size limitations as set forth above.
3. Because documents scanned in color or containing a graphic take much longer to upload, filing parties must configure their scanners to scan documents at 200 dpi and in black and white rather than in

color. Documents appearing in color in their original form, such as color photographs, may be scanned in color and then uploaded to the System.

4. The filing party is required to verify the readability of scanned documents before filing them electronically with the court.
5. Exhibits submitted conventionally shall be served on other parties as if not subject to these procedures.

**B. EVIDENCE IN SUPPORT OF A MOTION.** In general, evidence in support of a motion should not be filed conventionally, but rather, be filed electronically.

1. A party electronically submitting evidentiary materials to the Clerk's Office in support of a motion shall also file electronically a separate index listing each item of evidence then being filed and identifying the motion to which it relates.
2. A party must submit as attachments or exhibits only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. Parties who file excerpts of documents as attachments or exhibits, do so without prejudice to their right to timely file additional excerpts or the complete document, provided however, that the size of the document does not exceed two megabytes. Attachments or exhibits exceeding two megabytes may be broken down into separate sections, each not

exceeding two megabytes, or filed on paper in the traditional manner. Responding parties who choose to file attachments or exhibits electronically may also timely file additional excerpts or the complete document, subject to the same size limitations as set forth above.

3. Because documents scanned in color or containing a graphic take much longer to upload, filing parties must configure their scanners to scan documents at 200 dpi and in black and white rather than in color. Documents appearing in color in their original form, such as color photographs, may be scanned in color and then uploaded to the System.
4. The filing party is required to verify the readability of scanned documents before filing them electronically with the court.
5. A party submitting evidentiary materials in conventional format shall also file in conventional format an index of evidence listing each item of evidence then being filed and identifying the motion to which it relates.
6. Copies of conventionally filed supporting materials shall be served on other parties as if not subject to electronic filing procedures.

## **V. PUBLIC ACCESS TO THE SYSTEM DOCKET**

- A. PUBLIC ACCESS AT THE COURT.** Electronic access to the electronic docket and documents filed in the System is available for viewing to the

public at no charge at the Clerk's Office during regular business hours. A copy fee for an electronic reproduction is required in accordance with 28 U.S.C. § 1930.

**B. INTERNET ACCESS.** Remote electronic access to the System for viewing purposes is limited to subscribers to the Public Access to Court Electronic Records ("PACER") system. The Judicial Conference of the United States has ruled that a user fee will be charged for remotely accessing certain detailed case information, such as filed documents and docket sheets in civil cases, but excluding review of calendars and similar general information.<sup>7</sup>

**C. CONVENTIONAL COPIES AND CERTIFIED COPIES.** Conventional copies and certified copies of electronically filed documents may be purchased at the Clerk's Office. The fee for copying and certifying will be in accordance with 28 U.S.C. § 1914.

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<sup>7</sup>According to a memorandum from the Administrative Office of the United States Courts dated April 9, 2002, non-judiciary ECF users will be charged a fee of seven cents per page starting on July 1, 2002, to access electronic data such as docket sheets and case documents obtained remotely through the PACER system. A cap of thirty pages per document has been approved.

The access fee does not apply to official recipients of electronic documents, i.e., parties legally required to receive service or to whom service is directed by the filer in the context of service under Federal Rules of Civil Procedure. Official recipients will receive the initial electronic copy of a document free to download as they see fit, but if they remotely access the document again, they will be charged seven cents a page.





UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF WISCONSIN

ECF REGISTRATION FORM

To register for an account on this Court's Electronic Case Filing System (ECF), please complete the following information:

[PLEASE TYPE]

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Bar ID Number: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Primary e-mail address: \_\_\_\_\_  
(Attorney's e-mail for electronic service)

Fax Number: \_\_\_\_\_ Secondary e-mail address: \_\_\_\_\_  
(Central repository, Secretary, etc.)

**Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court for the Eastern District of Wisconsin pursuant to Local Rule 83.5.**

Date admitted to practice in this Court: \_\_\_\_\_ Are you currently in good standing? Yes ☐ No ☐

If admitted pro hac vice: Date motion for pro hac vice granted: \_\_\_\_\_ in case number: \_\_\_\_\_

**The undersigned agrees to abide by all Court rules, orders, and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed. R. Civ. P. 5(b)(2)(D) and Fed. R. Crim. P. 49(b) via the Court's electronic filing system. The combination of user id and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised. The undersigned certifies that they have completed the ECF tutorial on the Court's web site [www.wied.uscourts.gov](http://www.wied.uscourts.gov) and have a PACER account. Visit the PACER web site at <http://pacer.psc.uscourts.gov> to establish a PACER account.**

**Electronic filing is *only* permissible in cases *approved* by the Court.**

Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit completed Registration Form to:

United States District Court  
Attention: ECF Registration - Room 362  
517 E. Wisconsin Avenue  
Milwaukee, WI 53202

If you prefer a specific login, enter it below: \_\_\_\_\_

Login name sent via e-mail. Password will be sent via separate e-mail after confirmation of receipt of login name. Contact the ECF Help Desk at 1-866-438-5410 with any questions concerning registration or ECF.

**COURT USE ONLY:**

**E - Filing Login Assigned:** \_\_\_\_\_

**E - Filing Password Assigned:** \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Attorney's e-mail record updated     | <input type="checkbox"/> Password e-mailed to attorney   |
| <input type="checkbox"/> Confirmation e-mail with login sent  | <input type="checkbox"/> Copy of form mailed to attorney |
| <input type="checkbox"/> E-mail address confirmed by attorney |  |

IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF WISCONSIN

**SAMPLE FORMAT - CERTIFICATE OF SERVICE**

Sample A

I hereby certify that on \_\_\_\_ (Date) \_\_\_\_, I electronically filed the foregoing with the Clerk of the Court using the ECF system which will send notification of such filing to the following:

\_\_\_\_\_, and I hereby certify that I have mailed by United States Postal Service the document to the following non ECF participants:

\_\_\_\_\_.

s/\_\_\_\_\_  
Attorney's Name and Bar Number  
Attorney for (Plaintiff/Defendant)  
Law Firm Name  
Law Firm Address  
Law Firm Phone Number  
Law Firm Fax Number  
Attorney's E-mail Address

Sample B

I hereby certify that on \_\_\_\_ (Date) \_\_\_\_, I presented the foregoing to the Clerk of the Court for filing and uploading to the ECF system which will send notification of such filing to the following:

\_\_\_\_\_, and I hereby certify that I have mailed by United States Postal Service the document to the following non ECF participants:

\_\_\_\_\_.

s/\_\_\_\_\_  
Attorney's Name and Bar Number  
Attorney for (Plaintiff/Defendant)  
Law Firm Name  
Law Firm Address  
Law Firm Phone Number  
Law Firm Fax Number  
Attorney's E-mail Address